



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

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**Planning for Consolidated Elections**  
**-- Actions to Take Now --**

**County Clerks**

- Identify the school districts that wholly or partially fall within your county (includes local school districts, intermediate school districts and community college districts). Determine if you must function as the “school election coordinator” for any of the districts.
- If you must function as a “school election coordinator” for any school districts in your county:
  - Obtain a detailed map of the school district which clearly shows the boundaries of the district.
  - Assemble a list of the election related duties and responsibilities you must perform for the school district.
  - Identify those election related duties and responsibilities that you wish to perform through your office and those duties and responsibilities that could be more efficiently performed on the city/township level.
  - Review of the geography of each school district to determine where precinct lines should be drawn for the conduct of the school district’s elections. (The precinct size limits provided under Michigan election law must be observed.) Also determine appropriate locations for the polling places needed to conduct the school district’s elections.
  - If the school district can choose to have its elections conducted on the odd-year May election date; annually on the May election date; or annually on the November election date contact the school district to determine the election schedule the school district is considering. If you see any potential conflicts or problems with the planned election schedule, open a dialogue with the school district.
  - Make arrangements to convene the “school election coordinating committee” for the school district in January 2005.

**City and Township Clerks**

- If you must function as the “school election coordinator” for any school districts that fall wholly within your city or township:
  - Obtain a detailed map of the school district which clearly shows the boundaries of the district.

- Assemble a list of the election related duties and responsibilities you must perform for the school district.
  - Advise the other members of the city's election commission of any new school election responsibilities which must be assumed by the city election commission.
  - If the school district can choose to have its elections conducted on the odd-year May election date; annually on the May election date; or annually on the November election date contact the school district to determine the election schedule the school district is considering. If you see any potential conflicts or problems with the planned election schedule, open a dialogue with the school district.
  - Make arrangements to convene the "school election coordinating committee" for the district in January 2005.
- If any school districts fall partially within your city or township, consult with the county clerk who will function as the school district's "school election coordinator" to determine the arrangements being made at the county level to administer the school district's elections. Prepare to attend the school district's "school election coordinating committee" meeting when convened by the county clerk in January 2005.
  - The clerks of cities that currently fill their elective offices on any date other than the odd-year November general election date should familiarize themselves with the election date options provided under the consolidated elections legislation and monitor the progress of HB 5997. Such clerks should also discuss the election date options with the other officials in the city in preparation for the 4-month window period (September through December 2004) for modifying the city's election schedule.
  - The clerks of townships that contain a village should contact the village clerk to discuss the conduct of the village's elections under the consolidated elections legislation and monitor the progress of HB 5997.

### **Village Clerks**

- Familiarize yourself with the village election date options extend under the consolidated elections legislation and monitor the progress of HB 5997. If HB 5997 passes and the village wishes to continue to conduct its own elections, discuss the option with the other officials in the village in preparation or the four-month window period (September through December 2004) for adopting the odd-year September election date.

### **Local School Districts, Intermediate School Districts and Community College Districts**

- The school board secretaries of school districts that currently fill their elective offices on any date other than the odd-year November general election date should familiarize themselves with the election date options provided under the consolidated elections legislation. Such school board secretaries should also discuss the election date options with the school district's administrators in preparation for the 4-month window period (September through December 2004) for modifying the school district's election schedule.